

**UTAH CTE SKILL CERTIFICATION
PERFORMANCE EVALUATION
Leadership Principles – TEST #418**

The performance evaluation **is a required component of the skill certification process**. Each student must be evaluated on the required performance objectives. Performance objectives may be completed and evaluated anytime during the course.

- Students should be aware of their progress throughout the course, so that they can concentrate on the objectives that need improvement.
- Students should be encouraged to repeat the objectives until they have performed at a minimum of **80% (moderately to highly skilled level)**.
- When a performance objective has been achieved at a minimum of 80% (moderately to highly skilled level), **"Y" (Y=YES)** is recorded on the performance summary evaluation form. If a student **does not** achieve 80% (moderately to highly skilled level), then **"N" (N=NO)** is recorded on the summary sheet for that objective.
- All performance objectives **MUST** be completed and evaluated prior to the written test.
- The teacher will bubble in **"A"** on the answer sheet for item **#81** for students who have achieved **"Y"** on **ALL performance objectives**.
- The teacher will bubble in **"B"** on the answer sheet for item **#81** for students who have **ONE or more "N's"** on the performance objectives.
- The signed summary evaluation sheet(s) **MUST** be kept in the teacher's file for two years.
- A copy is also kept on file with the school's CTE skills certification testing coordinator for two years.

Performance Objectives

- PO-01 _____ Explain why it is important to understand the history of leadership.
- PO-02 _____ Write a short essay on the definition of leadership and how leadership is not management.
- PO-03 _____ Write down and evaluate a possible vision for an organization.
- PO-04 _____ Identify the key ingredients of goal setting.
- PO-05 _____ Identify the time management skills to increase productivity.
- PO-06 _____ Demonstrate the four styles of communication and explain where/when to use each.
- PO-07 _____ Write an essay describing why it is important for leaders to appreciate diversity.
- PO-08 _____ Identify the situational factors affecting individual decision making vs. group decision making.
- PO-09 _____ Identify and be able to role-play the five conflict strategies.
- PO-10 _____ Determine the sources of power and discuss how power is used in organizations.
- PO-11 _____ Demonstrate team-building techniques in role-playing and activities.
- PO-12 _____ Discuss the course of action an organization would follow to create change.
- PO-13 _____ Be able to write and explain your commitment to an ethical life.
- PO-14 _____ Be able to demonstrate the facilitative (InsideOut) model for coaching.
- PO-15 _____ Determine and discuss the skills necessary to becoming a leader.

Students who achieve 80% (moderately to highly skilled) on **ALL** performance objectives and 80% on the written test will be issued a CTE skill certificate.

Please print clearly:

I, _____, certify that _____, who is a student at
(Teacher Name) (Student Name)

_____, has mastered each of the above performance objectives at an 80%
(High School Name)
or higher level.